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OGC HAS REVIEWED.

4 June 1976

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Personnel Report -- Week Ending
4 June 1976

1. Hispanic Recruitment: Applications and resumes continue to come in from Puerto Rico from well-qualified Hispanic candidates. Also, the [REDACTED] Collection Division has been most helpful in supporting us in this recruitment effort.

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2. Interviews at WARO: Interviewing at our Washington Area Recruitment Office has been heavy in recent weeks and the liberal arts graduate continues to be the "unwanted majority."

3. Flexible Time for Better Production: The Insurance Branch is to a great extent a production shop and for many months has been faced with a tremendous workload in settling medical/hospitalization claims. This summer the working hours will be adjusted somewhat in order to improve morale and, we hope, achieve even greater production, thus reducing the time between when a claim is submitted and when it is settled. With this in mind, 15 employees will work from 6:30 a.m. until 3 p.m., with the remaining 20 employees continuing to work the regular 8:30 a.m. to 5 p.m. shift. This has side benefits, of course, for the individual who will not be traveling during the normal rush hour period.

4. Agency's Authority in Pay: We have received an OGC opinion, dated 27 May 1976, reaffirming the Agency's authority to pay consultants at the daily rate of the top step of a GS-15 (currently \$145.36). We had asked for an opinion based on a Comptroller General Decision of 12 December 1975. Briefly stated, the Comptroller Decision held that the Department of Agriculture, in carrying out activities could not pay experts and consultants financed by AID in excess of \$100 per day in light of the fact that such activities came under the Foreign Assistance Act of 1961, as amended, a provision of which specifically sets such compensation limits on experts and consultants.

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5. FLSA Orientation: Work continues on revisions to the FLSA orientation program that is being prepared for presentation to component administrative and personnel officers. A formal presentation for certain OP personnel is planned for 17 June.

6. Naval Reserve: Captain Donaldson, USNR, Commandant, Readiness Command, Baltimore-Washington area, and his assistant, Captain Ott, were guests at the Agency's Naval Reserve Meeting on 26 May. A question-and-answer period was conducted at the conclusion of the meeting and the visitors were impressed by how well our reservists were informed on Navy matters.

7. Rehired Annuitants: The following rehired annuitant case was approved for the Directorate of Administration:



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8. Blood Donor Day: The monthly Blood Donor Day on Tuesday, 1 June, was not as successful as we had hoped. There were only 157 pints donated as compared to our normal average of nearly 180. This Blood Donor Day followed Memorial Day which was not the case last year, and this undoubtedly affected our participation. We will be working with component representatives to improve our record next month.

9. Educational Aid Fund: The Selection Committee for the EAF met and information concerning the applicants was provided to committee members for their review. Meetings have been scheduled for 14 and 15 June to determine committee nominees for the EAF awards.

10. EAA Store Move: We have been advised that the move of the EAA Store to room GF 40 has been delayed by two weeks because of a priority requirement that GSA work first on another renovation. It is now estimated that the store construction will be completed by the end of June. We will then have to close the store for about two weeks in order to complete an inventory, renovate shelves and display units, complete the move of stock and prepare for our grand opening about mid-July. An EAA Gram is being prepared to advise of the Store move and also to advertise the sale of smoke detectors which will be offered to all employees regardless of EAA membership.

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11. Retiree Responses: Recently, we wrote to those retirees who had retired about 10 months ago. Attached is our letter to them and a summary of their responses.

Coming Events:

25X1A 1. The Personnel Officers' Conference will be kicked off by the Director at 1:15 p.m. on Monday, 7 June, in the auditorium. The remainder of the Conference will take place from 8-10 June at [] The first speaker at [] will be Mr. Blake, the DD/A, who will speak at 7:30 p.m. on 8 June. 25X1A

25X1A 2. The Director of Personnel will brief the DDCI designate, [], on APP and PDP on Monday, 7 June 1976.

3. The dates 13 through 17 September have been set for the Annual Recruiter Conference at [] and preliminary planning has begun. 25X1A

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